

The **Parks and Recreation Board** met Monday, September 21, 2015, 4:30pm, at the Parks Office. Present at said meeting were Karen Springer, John MacDonald, Linda Eales and Park Board Attorney, Andy Gutwein. Jan Fawley, Pennie Ainsworth, Jon Munn, Bess Witcosky, Chris Foley, Dan Dunten and Cheryl Kolb represented the department. Council Representative, Ann Hunt, also attended. Absent were Park Board members, Pat Flannelly and Jeff Love.

Karen convened the Board at 4:31 pm.

Karen opened with expressing her appreciation to the staff for the dedication of the trail extension this morning, thanking all involved for their work with the trail dedication and the delicious Park Board picnic. A huge thank you goes out to all of the vendors behind sponsoring the picnic. The vendors are as follows:

**J.L. Anderson Heating & Cooling  
Christopher B. Burke Engineering LLC  
Bobcat of Lafayette  
Butler Fairman and Seufert, Inc.  
CrossRoad Engineers, PC  
Custom Cuts Lawn Care Inc.  
Greeley and Hansen LLC  
Gutwein Law  
Haley's Lock, Safe & Key Service, Inc.  
Indiana American Water  
TL Kincaid Contracting, Inc.  
H. Stewart Kline & Associates  
O.W. Krohn & Associates, LLP  
Lehman & Lehman, Inc.  
Lester Recreation Designs, LLC  
MBAH Insurance – John Willis  
Milestone Contractors L.P.  
Mulhaupt's, Inc.  
Parkreation, Inc.  
Parsons Brinckerhoff  
Sound Advice  
TBIRD Design Services Corporation  
The Brickman Group, Ltd.  
Wessler Engineering**

## **Consent Agenda Items**

**Minutes** – provided online initially, then at meeting

## **Staff Management Report**

### **1. Upcoming Program Dates:**

- 9/20: Art on the Wabash, Tapawingo Park
- 9/27: Library Family Fun Day
- 10/15: Fall Volleyball Program @ Happy Hollow School

- 10/6, 5-9 p.m. Evening session, “Enhancing the Value of Public Spaces” @ St. Andrew UMC
- 10/7, 9a.m.-1 p.m. Morning session, “Enhancing the Value of Public Spaces @ WL Public Library
- 10/28: Last regularly scheduled Farmer’s Market (@ Cumberland Park).
- 10/31: Drinking fountains, restrooms turned off to prepare for cold weather.

**2. Pennie Ainsworth, Assistant Superintendent’s Report**

- a. The Department sponsored a Naturalization Ceremony at Burtfield on Friday, September 4, prior to Global Fest. The ceremony is an official court procedure. 94 new citizens were naturalized. The Purduettes provided music for the event. The Parks and Recreation staff handled the set-up and take down of chairs, tables and stage for the Naturalization ceremony. Our thanks for the West Lafayette Community School Corporation for their use of Burtfield and their support.
- b. The 20<sup>th</sup> annual Global Fest was held on September 5 at the Morton Center. Global Fest was designed to celebrate our diverse cultures that make up West Lafayette. We had great attendance throughout the day. Several Purdue international student groups along with other groups shared their culture and food. I would like to thank our major sponsors – Vectren Foundation, Purdue Federal Credit Union and Wessler Engineering. Additional sponsors were Bowen Engineering Corporation, Butler, Fairman & Seufert, DeFouw Chevrolet – BMW, MBAH Insurance, Merrell Brothers, New Chauncey Housing, Old National Bank, Purdue Research Foundation, Subaru of Indiana Automotive, Tipmont REMC and the Wal-Mart Foundation. Our department would not be able to provide this free family event without our many sponsors. I would also like to thank our volunteer committee members – Karen Springer (market place vendors), Dot Wankat (food), Linda Eales (Naturalization), Chris Campbell (volunteers), and Nick Schenkel, Scott Tracey and Sonya Margerum. The committee is vital to handling the many details that make the festival a success. The location for Global Fest will change next year to Purdue University. We believe the event will continue to grow with the additional space Purdue can offer.
- c. The coed and men’s softball leagues are finished for the season. The senior softball group is still playing on Tuesday and Thursday mornings. Senior softball is a drop in activity. The program has grown quite a bit in the last several years.
- d. The Greater Lafayette Regional Soccer Alliance has donated \$450. The funds will be used to offset the cost of having the north restrooms at Cumberland Park cleaned on a weekly basis.
- e. The Redevelopment Commission gave approval of hiring Mr. Fence-It to repair the fence at both Arni Cohen Fields. Total cost is \$4,070.

**3. Chris Foley, Recreation Director’s Report:**

- a. Registrations are now being accepting for all the fall classes.
- b. Brochures were mailed at the end of August. The Lafayette Post Office is no longer set up for sorting. The bulk mail is now sent to Indianapolis or Cincinnati. Unfortunately, this change resulted in adding 6 days to delivery of our fall brochure to most residents. However, some brochures did not arrive until 2 ½ weeks after they were submitted to the Post Office. Registrations Priority registration was given to mail-in registrations with all other forms of registrations began on Sept. 4. The change in delivery has made us look for other options.

- c. The Fall Volleyball program for Grades 4, 5 & 6 will begin soon. This program is held at Happy Hollow School.
- d. I attended the West Lafayette Schools Community Council monthly meeting as well as the Facilities Strategic Planning meeting.

**4. Bess Witcoskey, Morton Center Director:**

- a. **Summer Numbers:** Morton saw record numbers of students this summer. We had 1252 students registered for Summer 2015 up from 1252 for Summer 2014.
- b. **Rentals at Morton:** Morton continues to meet the ever-increasing need for rental spaces by members of our community.
- c. **Community Events:**
- d. **Family Fun Day** Sunday, Sept 27 from 1p-4p: Co-Hosted by Morton and the West Lafayette Public Library. The flyer and Morton schedule of events has been submitted.
- e. **Art on the Wabash** was held in Tapawingo Park on Sunday, September 20 from 10am-4pm

**5. Jon Munn, Parks Director Report:**

- a. Started prep of snow removal equipment including plow trucks and snow blowers. Purchased a new set of tires for 1 Chevy 4x4 plow truck.
- b. Spent the week of 8/31 - 9/5 in preparation for Global fest prep, set up and tear down including the Naturalization Ceremony held at Burtsfield school.
- c. I have been working with our IT dept. on installing and understanding the logic key system and software that is used at the Purdue crew house community boat storage facility.
- d. Typical Morton center maintenance this month consisted of installing a new toilet in the west 1<sup>st</sup> floor women's restroom, repairs to 1<sup>st</sup> floor drinking fountain and upstairs sinks in restrooms. Installed a new parking stop at handicap parking area.
- e. Made repairs to the drawing table in room 205. We are currently working to repair loose ceiling tiles in the multipurpose room.
- f. I am still communicating with the Purdue CEM engineering club to perform some labor and engineering to begin some erosion control measures on the trolley line trail at Happy Hollow Park.
- g. Our Toolcat machine is a constant source of maintenance as we use this piece of equipment for many different situations for all of our grounds maintenance. This is a piece of equipment that will need to be replaced as soon as possible.
- h. Worked with WREC to reschedule the Wabash Riverfest Canoe races that were held on August 29, 2015.
- i. Have begun to assess the needs of the Ice rink and will begin work on replacing broken dasher boards and anchoring the dasher walls on the entire rink. Many of the bolts that hold the wall in place are broken loose and need to be re-attached to the concrete.
- j. Spent the weekend of 9/11 – 9/14 working with the contractor to make repairs to the underground cooling system at the ice rink. Repairs were made to 2 of the loops that contain the glycol cooling agent, the system was tested 9/14 and we believe the repair is complete.

- k. Met with JL Anderson heating and cooling to inspect and service the shop heaters and furnace at the Happy Hollow Shop. There is one heater that needs replaced and we are working on an estimate for replacement.
- l. I have been working with Tim Kincaid on the Kalberer office siding project, the work is scheduled to begin the week of 9/28.
- m. We removed several hazardous trees at Happy Hollow, and have one more tree that fell into the drainage ditch; we are coordinating with Wastewater to assist with their backhoe to remove all tree debris from the drainage area.
- n. I would also like to recognize the efforts of our staff particularly Ken Vanderhoff for spending the entire weekend helping with the ice rink repair! And Bob Cheever for helping without being asked to make sure that a memorial service at the Lilly Nature Center went smoothly! We have a great staff that recognizes the importance of our parks and services to the community.
- o. I have been working with Tim Clark on the logistics of the house demolition located at Kalberer and Salisbury streets.
- p. Mowed a residence located at 709 Princess St. at the request of the Neighborhood Resource Team 9/15
- q. We have been working to make sure all the parks locations that need surfacing material (mulch) are full and ready for the remainder of the season.
- r. I have been discussing with my staff the need of implementing some in house training with our tools and equipment for proper use and maintenance and most importantly safety.
- s. We are currently working with Bev Shaw on the design of the foundation details for the new Lilly Nature Center entry sign and installation.
- t. Our maintenance staff has the responsibility of set up & tear down for all public meetings taking place at the Morton center for the month of September.
- u. We have been consulting with the Spear Corporation to determine the needs of the pool leaks and the repairs that need to be made. We have run several tests internally in an effort to pinpoint the leak or leaks, so that we may save some costs from a repair contractor.
- v. We are beginning the process of closing the pool for the season.

#### 6. Dan Dunten, Stewardship Director's Report

- a. **Purdue Student Community Awareness Events** – Shared information about the West Lafayette Parks & Recreation Department, trail system, and the Celery Bog Nature Area at the freshman Boiler Bash and at the Grad Student Orientation.
- b. **Garden Street "Park"** – After over a year of working on specific details, this Northwestern Heights sitting area is finally complete. Now I am working with a Purdue Landscape Architect professor and her class to see what the students would now do with this area. They are each developing a design and will be presenting it to us on September 23.
- c. **Educational Wabash River Raft Trip** – Sixth grade students from Faith Christian School took an educational raft trip down the Wabash River from Mascouten Park to Fort Ouiatenon. I served as the "captain" of our raft and shared information

about water quality, macroinvertebrates, history of the area, and other general nature related items.

- d. **Grant Proposal** – Following a presentation to the Donor Group of the Community Foundation of Greater Lafayette, I was asked what our needs were for the Celery Bog Nature Area. One of the items mentioned was a utility vehicle, along with a trailer for hauling mulch to the trails. This vehicle would include an enclosed cab, snow blade, and dump bed. Representatives of the Foundation encouraged me to submit a grant proposal, which I did. Now we wait and see.
- e. **Water Sampling Blitz** – Six staff members participated in this event, which involved obtaining critical information regarding water quality of the tributaries leading to the Wabash River. This information will be combined with input from others to help gain an over-all snapshot of the health of the streams feeding into the river.
- f. **Master Plan Mailing List** – I was asked to maintain the mailing list of invitees for our two community input meetings that will be held in October. With input from other staff, the total number is over 150 individuals. Of course, we do not expect everyone to be able to attend.
- g. **Memorial Program for Don Campbell** – Don was a part-time employee of the department and an active volunteer with various groups. He passed away very suddenly and the family asked to have a general visitation and short memorial program at the amphitheater at the Nature Center. The memorial was held on September 12.. Over \$1,000 was donated for trees in his memory, so we will be planting at the Nature Area an oak and two sycamore trees, per his request. Additional trees will be planted at other locations.

## 7. Janet Fawley, Park Superintendent's Report:

- a. Happy Hollow Road continues to be southbound only, and will remain that way through the duration of the project.  
[http://www.westlafayette.in.gov/egov/docs/1428006122\\_148010.pdf](http://www.westlafayette.in.gov/egov/docs/1428006122_148010.pdf)
- b. The trail from Morehouse Road to Trailhead Park on Kalberer Rd is still closed for the next month or so. I have worked with their consultant to push getting the trail back open.
- c. Cattail Trail Extension (from Walmart to Yeager) trail dedication is to be held on Monday, 9/21 @ 11:30.
- d. Hired Robert Eric Reifel, subject to Park Board approval.
- e. Working with Dana Smith on "Hilltop to Hilltop" strategic planning, and action steps.
- f. Working with Michael Susong on a presentation for IPRA Conference on Stormwater Preparations.
- g. Met w/ members of Rotary Club to develop service project list for their 100<sup>th</sup> anniversary.
- h. RDC Budget 2016 meeting held; Parks Projects were very adequately funded.
- i. Working with Parks Foundation to begin efforts to re-energize the foundation's purpose.
- j. Make up day for River Fest Canoe races held on 8/29. City of Lafayette won this year's race.

- k. Began my participation in Leadership Lafayette, Class #45 with 2-day orientation.
- l. Completed contracts for Cumberland Barn Siding, Demolition of Cumberland house – both were awarded to T.L. Kincaid Construction and are RDC projects.
- m. Completed contract for Simon Construction to work on Happy Hollow Ravine Footpath, which is RDC project.

**8. Larger Projects to be completed this year**

- a. Cumberland Barn siding (RDC funds)
- b. Pool leak(NR Capital Pool Fund)
- ✓ Riverside Ice Skating Rink repairs(CCD R/M services)
- c. HH Maintenance Building-Modine Heater (CCD fund)
- ✓ Tractor repair (CCD)
- d. Morton Center Mirrors for Rms 202 & 206 (NRO Fund)
- e. Morton Center Parking Lot to be resealed / striped & Basketball courts to be resealed lines(CCD funds)
- f. ADA Works @ Tapawingo (RDC Funds)
- g. Playground Safety Surfacing at all playgrounds(CCD Funds)
- h. Happy Hollow Ravine Trail (RDC Funds)
- i. Celery Bog Nature Area Sign/Public Art (RDC)
- ✓ Tapawingo Park Public Art(Complete)

**Claims** – provided online initially, then at meeting

Linda motioned to approve the above Consent Agenda items as presented. John seconded the motion and the motion carried.

**Old Business**

**Master Plan Consultants**

Jan noted we had nine proposals submitted and have narrowed it to four. We would like to meet for interviews (forty-five minute time slots, 3:00 pm - 6:00 pm, on Monday, October 12. We will start working on scheduling those.

**New Business**

**Consideration of Special Request**

Jan presented a request from the Tippecanoe County Board of Elections to use the bay area of the Kalberer Road facility as an election facility. They are requesting use of the area from 11/02/15 – 11/04/15. They will need access to the area at 5 am on Election Day, with workers on-site until approximately 7 pm. Discussion followed. Linda motioned to approve the request as presented. John seconded the motion, and the motion carried.

**New-Hire for the Parks Department**

Dan reported that Eric Reifel was hired to replace Brad Young. Eric is a former employee of the Parks and Recreation department and is excited to return to working outdoors and to the Parks and Recreation department. John motioned to approve the hiring as presented. Linda seconded the motion, and the motion carried.

**Cumberland Park**

Jan discussed the Kiwanis Club playground scheduled for Cumberland Park. They have been busy raising money for the project. This afternoon, the West Lafayette Parks and Recreation Foundation approved a \$5,000.00 grant toward the project. Between the Kiwanis and the Parks Foundation, \$22,000.00 has been raised, with a total goal of \$36,000.00 for the project. The Redevelopment Commission, although not final, has approved \$25,000.00 to go towards this playground project, providing the budget doesn't change before it is finalized. Jan also asked the Park Board members to start thinking about an official name for the park. Discussion followed.

**West Lafayette School Board –** Karen reported on the following:

- School Board has appointed Douglas Masson to replace Dianne Sautter who resigned. Douglas will serve the remaining 15 months of her term.
- School Corporation will be holding Community Input Sessions for our 20 year Facilities Strategic Plan. Everyone is invited:

- Tuesday, October 20 - 6:30 pm, Happy Hollow
- Wednesday, October 21 - 6:30 pm, WL Jr-Sr High School
- Wednesday, November 4 - 6:30 pm, Cumberland Elementary
- Thursday, November 5 - 6:30 pm, Burtsfield Gym

**Wabash River –** Jan reported there has not been a meeting since last month. A meeting is scheduled for later this week.

**Public Comment –**

- Request for recycling bins at Happy Hollow Park
- Interest was expressed for a dog park
- Concern was raised about the condition of the High School track.

**Other –**

- Due to the resignation of Aimee Jacobsen, the Park Board needs to elect a new secretary. Karen nominated Linda Eales. John seconded the motion and the motion carried.
- An audio box is being installed at the Nature Center
- Ice Rink – coils have been repaired
- Sue Mattern is retiring on Sept. 25. The position has been posted and interviews have been scheduled.

**Adjourn**

Linda motioned to adjourn the meeting. John seconded the motion, and the meeting adjourned at 5:16 pm.

**Next Meeting Date**

The next Park Board meeting will be Monday, October 19, 2015 at Riverside Skating Center.

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Presiding Officer

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Secretary